



**Mount Royal Faculty Association  
Executive Board Meeting - Minutes  
April 20, 2020 9:30am – 12:00pm (Via Zoom)**

**Members Present**

Anupam Das  
Brenda Lang  
Carlton Osakwe  
Frank Cotae  
Heather McLellan

Melanie Peacock  
Rafik Kurji  
Richard Erlendson  
**Absent with Regrets:**  
Megan Lalonde

**Call to Order:** The meeting was called to order at 9:35am.

**Approval of Agenda** – Approved (Moved: Melanie Peacock and Seconded: Rafik Kurji)

**Approval of Minutes:** April 9, 2020 Approved (Moved: Melanie Peacock and Seconded: Richard Erlendson) and April 17, 2020 Approved (Moved: Melanie Peacock and Seconded: Brenda Lang)

**Unfinished Business**

1. Evaluation of responses to RFPs: in camera, staff recused.  
Motion THAT the Executive Board proceed with engaging the services of REAL HR Inc. to review processes and conduct during a recent grievance, as per matter brought forward by an MRFA member.  
Moved: Melanie Peacock and Seconded: Heather McLellan  
Discussion  
Vote – Carried - 7 in favour and 1 abstention

**Business Arising:**

1. MRU Budget presentation on April 15<sup>th</sup>: follow-up and discussion  
The Executive Board discussed implications of imposed performance metrics as reported at the recent Budget Town Hall. Specifically, the Board considered the illogical expense reduction targets and their long lasting impacts. Faculty across Alberta need to advocate against these metrics as they have been applied, and CAFA is drafting OpEds and press releases which will address these matters.
2. COVID-19: Responses and Updates
  - a. Conversations with management  
Melanie and Lesley are meeting on the possible MoU at 1:00pm today. Due to the content of the MoU, it would be appropriate for Melanie and either Tim or Lesley to sign off on this MoU. Heather and Melanie are, also, meeting with Tim and Lesley on April 21.
  - b. Conversations with members  
Members have indicated appreciation for the information and updates the Association continues to provide.

**In Camera Session**

1. Negotiations Report - Vice-President, Negotiations
2. Grievance Report - VP Policy and Sr. Grievance Officer
3. President's Report

**Officer's Reports**

1. President's Report  
The Association continues to ensure that the University is meeting its reporting requirements as outlined in the Collective Agreement.
2. Treasurer's Report – Audit Update



Due to electronic submission of documents, necessitated by physical distancing measures, the audit scope may be adjusted. If this is the case, the Executive will need to review and sign off on a new engagement letter.

### **New Business**

1. 2020 Census Results and Comparative tables  
The Executive Board reviewed the census results with comparative results provided for 2016-2020 as well as responses by Contract and Full Time faculty. Additional cross tabbed and comparative data will be provided to the Executive Board for review at its next meeting, and a high level summary will be drafted for communicating the results to the membership. Generally, members indicated high levels of satisfaction with the MRFA leadership and MRFA services.
2. Executive Board Appointments and Calls for Statements of Interest
  - a. Appointments and Committee Contact List  
The Executive Board reviewed and discussed upcoming appointments to be made in accordance with the Appointments policy and related committee charters and policies.
  - b. Calls for statements of interest  
The calls for statements of interest will be sent to members on May 13 after the committee voting results are announced.
  - c. Formalizing Communication and/or Meeting with Appointees  
Member(s) of the Executive Board will meet with the members who are appointed to clarify their roles.
3. Annual General Meeting Preparations
  - a. Final Review and Approval of Agenda  
The Executive Board reviewed and approved the meeting agenda and corresponding meeting protocols which will be sent to members in advance of the AGM. All of the procedural matters will be reiterated at the beginning of the AGM.
  - b. Outstanding Reports  
There are a few outstanding reports which are to be submitted to Chantelle by 4:30pm on April 24. The AGM package is to be distributed to members on April 24.
  - c. Nominations Update  
There are nominees for most Executive Board positions and several Committee positions. Members elected to the Executive Board will be invited to the remaining Executive Board Meetings for the year. Outgoing Members will meet with the incoming Executive Board members to assist in transitional matters.
4. Nominations Committee – Direction on Information Tracking  
The Executive Board determined that the Nominations Committee should continue to track information relevant to the work of the committee, such as members who submitted statements of interest for appointments, members who were nominated for a position but not elected, and members' stated interests for future committee work.
5. FEC Submission – Motions relating to COVID19  
The Executive Board reviewed and expressed appreciation for the submission of the motions from FEC. Each matter FEC noted had been previously addressed with management and resolution of these concerns is anticipated this week.

### **Unfinished Business Continued**

1. Updated Executive Board Goals Tracking Document  
The Executive Board reviewed the document and additional updates were added.

2. Review of guidelines for use of compassionate fund during pandemic  
Motion THAT, given the pandemic, from now until the situation normalizes, requests to the fund shall receive the same evaluation as outlined in the MRFA Policies and Procedures but a maximum of \$500 will, normally, be provided.  
Moved: Melanie Peacock and Seconded: Richard Erlendson  
Vote – Carried Unanimously
3. Internal Facebook Page
  - a. Survey Results Summary  
The Communications Committee reviewed the survey results and made a recommendation to the Executive Board. The majority of respondents indicated that the page was not a good environment and they wanted continued monitoring or increased monitoring moving forward to make it a more positive environment.
  - b. Communications Committee Recommendation  
Motion THAT the Executive Board approve the Communications Committee’s recommendation to tighten the restrictions on the private Facebook page to disallow debate and that the page be put on hiatus until the new protocols can be put in place.  
Moved: Brenda Lang and Seconded: Heather McLellan  
Vote – Carried Unanimously
4. Policies and Procedures Manual
  - a. Approval of Social Media Policy  
Motion THAT the Executive Board approve the social media policy.  
Moved: Frank Cotae and Seconded: Brenda Lang  
Vote – Carried Unanimously
5. Retired Members Committee Charter  
Motion THAT the Executive Board approve the committee charter for retired members as presented.  
Moved: Melanie Peacock and Seconded: Anupam Das  
Discussion  
Vote – 5 in favour, 2 opposed and 1 abstention
6. OAI Submission  
Deferred to May 6

**Next Meeting:** Executive Board members will ensure calendars are up to date so that upcoming meetings may be rescheduled.

**Adjournment:** The meeting was adjourned at 11:40am

**Approval:**

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MRFA Communications Officer

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Date